

# INSTRUCTIONS FOR COMPLETING

## APPLICATION FOR COVERAGE

### SAND AND GRAVEL GENERAL PERMIT

### PORTABLE OPERATIONS

#### **Introduction:**

The application for coverage is an official document committing the applicant to compliance with the requirements of the general permit. The application provides critical information to Ecology. The information on the application is used to make an initial determination of eligibility for coverage under the general permit.

The following instructions for completing the application for coverage of a portable operation under the sand and gravel general permit are provided to assist you in accurately completing the application. You are encouraged to read the instructions for each section on the application before you enter information. **Complete all portions of the application for coverage. Provide accurate and legible information (print in ink or type).**

The instructions are divided into four parts:

1. Line By Line Instructions
2. Public Notice Requirements
3. Fees
4. Where to Send Application

#### **Line By Line Instructions:**

##### **SECTION I. - PERMITTEE**

The Permittee is the entity that is applying for coverage under the sand and gravel general permit. The Permittee must have the legal authority to enter into this contract with Ecology and to assure that portable operations are managed according to the terms and conditions of the permit.

**BUSINESS/COMPANY NAME:** The legal name of the business/company that is applying for permit coverage.

**PERSON NAME:** The name of the person who has the legal authority to represent the business/company and commit to the terms and conditions of the permit.

##### **SECTION II - RESPONSIBLE PARTY MAILING AND CONTACT INFORMATION:**

Ecology must have at least one complete address for mailing purposes. The “Primary Mailing Address” is the address that you want all official Ecology correspondence mailed to. (Note: You may elect to send fee information to a different address.) Official correspondence includes any information about permit compliance or clarification. Official correspondence can have legal consequences and can require an

action or response from the Permittee. It is important to provide address information that assures the right person will be notified. This address can be the “Owner”, the “Operator”, or “Other”.

Ecology must have a mailing address for the Owner or Operator of the site. If the primary mailing address is “Other”, then you must also include a mailing address for the owner or operator. If the owner and operator are not the same, it helpful to include an address for both parties.

**NAME:** The legal name of the owner/operator or person receiving the mail. This will typically be the company name as it appears on the business license.

**MAILING ADDRESS:** The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

**CITY:** Provide the city, state, and zip code information. Zip code should include the +4 designation.

**CONTACT PERSON:** Give the name and telephone number of the person who will serve as the primary contact person with Ecology. The contact person should be someone who is completely familiar with the facility and charged with overseeing compliance with permit requirements.

**UBI NO:** The Unified Business Identifier (also called Washington State Tax Identification Number, Labor and Industries Identification Number, or Licensing Number) is also necessary for the owner and may be applicable for the operator.

### **SECTION III - BILLING ADDRESS AND CONTACT INFORMATION:**

This is the mailing address where Ecology will send permit fee information. Permit fee information includes the annual fee invoice, notice of delinquency and notice of fee rule actions. Fill out this section even if it is the same as Section I.

**BUSINESS/COMPANYNAME:** The legal name of the business/company that is responsible for paying the permit fee.

**MAILING ADDRESS:** The mailing address should include only information necessary for mailing purposes but it can include two lines of information. It can include the name of a person or mail stop if that is necessary to properly direct the mail. Do not include the street address if delivery is to a post office box.

**CITY:** Provide the city, state, and zip code information. Zip code should include the +4 designation.

**CONTACT PERSON:** Give the name and telephone number of the person who will serve as the contact person with Ecology for fee related questions.

**SITE IDENTIFIER:** The site identifier is not required information but if you want fee mailings from Ecology to reference an identifier that you use to track billings, enter that identifier here.

#### **SECTION IV - PORTABLE INFORMATION:**

This section provides basic information about the portable operation. Three types of portable operations, concrete batch, asphalt batch, and rock crushers may apply for coverage under the sand and gravel general permit. Portable plants are not required to have their own permit coverage to operate. Rock crushers, asphalt batch and concrete batch plants may operate without their own permit coverage if they operate at sites that have a permit that includes coverage for these activities. Permit coverage is required, however, to operate at sites that have no permit coverage or sites where their permit coverage does not include the portable activity (e.g. mining site with coverage but not for asphalt batch operations).

**PORTABLE IS:** Indicate by checking the appropriate box the type of portable operation to be covered. If it is a concrete batch plant, also indicate if it is a dry batch or wet batch facility. If it is an asphalt batch plant, indicate if it uses a bag house or wet scrubber. If it is a rock crusher, indicate if washing is part of the operation (wash) or not (dry). If you operate the rock crusher both with washing and without washing, mark both boxes.

**PORTABLE NAME:** The portable name identifies the portable operation, a set of equipment that will only operate at one site at a time. The applicant should choose a name that will easily identify the operation and distinguish it from other portable operations. The portable name must appear on all permit correspondence and the “Notification of Intent to Begin Operation”.

**ATTACHED LIST:** You must attach a list that identifies the major components of the portable operation. Feeder hopper, drum dryer, batch tower, load-out silo, fuel tanks, admixture tank, and storage sheds are examples of the type of components that should be listed.

**DESIGN CAPACITY:** This is the production capacity of the unit in tons per hour or yards per hour.

**DATE FIRST OPERATED IN WASHINGTON STATE:** This is the date that the operation named above (portable name) began or intends to begin operation in Washington State.

**Operation Schedule:** Indicate whether the facility operates on a year round basis by checking the appropriate box. If you mark “no”, circle the months of the year during which the facility typically conducts operations, including any partial months or if some other operating schedule is used, describe it.

In the space next to the appropriate category (e.g. crushed rock), indicate the quantity of product that is typically produced on an annual basis using the codes provided below. Select the appropriate table and use the column on the left to determine the range of annual production in cubic yards or tons produced by the portable. Read the

corresponding code in the column on the right. For existing facilities, use the average production for the previous three years. If less than three years of production history are available, use an average for the actual number of years of production. New facilities use an estimated rate of production.

<b>Crushed Rock Production</b>	
Quantity In Tons Per Year	Code
Less than 50,000	MA
50,000 to less than 100,000	MB
100,000 to less than 200,000	MC
200,000 to less than 350,000	MD
350,000 to less than 500,000	ME
500,000 to less than 650,000	MF
650,000 or greater	MG

<b>Concrete Production</b>	
Cubic Yards Per Year	Code
Less than 25,000	CA
25,000 to less than 50,000	CB
50,000 to less than 100,000	CC
100,000 to less than 150,000	CD
150,000 to less than 200,000	CE
200,000 to less than 250,000	CF
250,000 or greater	CG

<b>Asphalt Production</b>	
Tons Per Year	Code
Less than 50,000	AA
50,000 to less than 100,000	AB
100,000 to less than 150,000	AC
150,000 to less than 200,000	AD
200,000 to less than 250,000	AE
250,000 to less than 300,000	AF
300,000 or greater	AG

#### **SECTION V -APPLICATION TYPE:**

Indicate by checking the appropriate box, whether this application is a new permit, a change to an existing permit coverage, or a permit renewal.

**NEW PERMIT:** Mark this box if the facility does not currently have coverage under the sand and gravel general permit. In addition, indicate by checking the appropriate box:

*New Facility or Existing Facility* - Any portable operation that has operated in Washington state before August 6, 1999 is an existing facility, otherwise it is a new facility.

**PERMIT CHANGE:** This only applies to portable operations that already have coverage under the sand and gravel general permit. Check this box if the application is to change information about the portable operation. You should report any planned change that would alter the information you provided on your previous application. For example, you plan on replacing a wet scrubber with a bag house or you plan on upgrading to provide greater design capacity or “throughput”. These changes will not typically result in a permit modification that requires Public Notice but are necessary to maintain accurate records of the permitted operation. Fill in the permit number in the blank provided and provide a brief description of the planned change(s).

**PERMIT RENEWAL:** This option only applies to portable operations that already have coverage under the sand and gravel general permit and are applying to renew that coverage. Include the permit number in the blank provided. General Condition G18 requires Permittees to reapply for coverage one hundred and eighty (180) days prior to the expiration date of permit coverage.

#### **SECTION VI -SEPA DETERMINATION:**

**SEPA INFORMATION:** Permit coverage can not be issued to a new facility unless applicable SEPA requirements have been satisfied. If you marked the “new facility” box in Section IV, you must demonstrate SEPA compliance. If you are making a “permit change” you may skip this part. Ecology will determine if the change constitutes a modification subject to public notice and SEPA evaluation. If the application is for an “existing facility” or a “permit renewal”, you can skip this part.

#### **SECTION VII - CERTIFICATION BY PERMITTEE:**

This section should be read carefully by the applicant.

A responsible official or authorized representative of the owner shall print or type his or her name for clarity, then sign and date the document on the lines provided.

For a corporation, the application must be signed by a responsible corporate officer or a duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates.

For a partnership, the application must be signed by a general partner.

For a sole proprietorship, the application must be signed by the proprietor.

For a municipal, state or other public agency, the application must be signed by either a principal executive officer, ranking elected official, or other duly authorized employee.

In the case of co-permittees, both the operator/contractor and the owner/representative must sign the application.

## **Public Notice For New Dischargers:**

A Public Notice of Application (Notice) will be required for all “new facilities” and for permit modifications. New facilities are those that began (will begin) operation on or after August 6, 1999 (must be consistent with date supplied under Section III of this application). Applications for permit change will be required to issue a public notice if Ecology determines that the proposed change requires a permit modification.

When required, Ecology will prepare this Notice, and arrange for its publication at the applicant's expense. It will be published once a week, for two consecutive weeks, in a major newspaper with circulation in the geographic region of the covered discharge. It will contain the following information:

1. A statement that the applicant is seeking coverage under the Washington Department of Ecology General Permit for Process Water and Storm Water Quality Associated with Sand and Gravel Operations, Rock Quarries, and Similar Mining Operations, Including Stockpiles of Mined Materials, Concrete Batch Operations and Hot Mix Asphalt Operations;
2. The name, address, and location of the facility for which coverage under the general permit is requested;
3. The name and address of the applicant(s);
4. A description of the applicant's operations and areas from which process water or storm water discharge will occur;
5. The statement:

"Any person desiring to present their views to the Department of Ecology regarding this application may do so in writing within thirty days of the last date of publication of this notice. Comments shall be submitted to the Department of Ecology. Any person interested in the department's action on this application may notify the department of their interest within thirty days of the last date of publication of this notice."

## **Fees:**

For new permits, Ecology will initiate an annual fee when the applicant is notified of general permit coverage. You will receive notification and a billing statement by mail. Permit fees are set in Ecology's permit fee regulation, Chapter 173-224 WAC. There are provisions for fee reduction for small businesses and extreme hardship. The criteria and process for applying for fee reduction will be included with the fee notification information. If you are applying for a permit change and the change results in a different fee status, you will receive notification by mail. If the application is for renewal of coverage, you will continue to receive billing statements as before. Any questions concerning fees should be directed to the Fee Administrator, (360) 407-6425.

## **Where to Apply:**

Completed applications should be mailed to the appropriate Ecology Regional Office based on the county in which the home office is located or where the portable will most frequently operate:

REGIONAL OFFICE ADDRESS	COUNTY IN WHICH FACILITY IS LOCATED	
Washington State Dept of Ecology <b>Central Regional Office</b> 15 West Yakima Avenue, Suite 200 Yakima, WA 98902-3401 Attn: Water Quality Permit Coordinator Phone (509) 454-7869 TDD (509) 454-7673	Benton Chelan Douglas Kittitas	Klickitat Okanogan Yakima
Washington State Dept of Ecology <b>Eastern Regional Office</b> North 4601 Monroe, Suite 202 Spokane, WA 99205-1295 Attn: Water Quality Permit Coordinator Phone (509) 456-6310 TDD (509) 458-2055	Adams Asotin Columbia Ferry Franklin Garfield Grant	Lincoln Pend Oreille Spokane Stevens Walla Walla Whitman
Washington State Dept of Ecology <b>Northwest Regional Office</b> Mail Stop NB-81 3190 160th Avenue Southeast Bellevue, WA 98008-5452 Attn: Water Quality Permit Coordinator Phone (425) 649-7201 TDD (425) 649-4259	Island King Kitsap San Juan	Skagit Snohomish Whatcom
Washington State Dept of Ecology <b>Southwest Regional Office</b> 300 Desmond Drive Post Office Box 47775 Olympia, WA 98504-7775 Attn: Water Quality Permit Coordinator Phone (360) 407-6280 TDD (360) 407-6306	Clallam Clark Cowlitz Grays Harbor Lewis	Mason Pacific Pierce Skamania Wahkiakum

Special Condition S2.E. of the general permit establishes when permit coverage will begin. In general, Ecology will notify applicants for new permits and permit modifications of their status within 30 days of receiving the application. Permit renewals will typically become effective on the same day the revised permit becomes effective.

Special Condition S2.G. of the general permit authorizes coverage for portable operations and sets requirements specific to portables.